

School-Wide Expectations

At Richmond College Prep, we...

1. Use Respect
2. Use Kind Words
3. Use Self Control
4. Use Good Judgment
5. Use our Toolbox "Tools"
And have Lion P.R.I.D.E.

(perseverance, respect, integrity, determination, empathy)

Middle School Dress Code

1. **Middle school students must honor the complete dress code everyday in order for them to go to class. Jeans, sweatpants or cargo pants are not allowed.** Plain light blue or navy blue shirt and khaki pants/navy pants, skirts, shorts, or jumper.
2. **Middle School Dress Code Policy:** If a middle school student comes to school without the appropriate top or bottom, they must come to the office to call home for someone to bring the appropriate attire. If someone cannot bring their appropriate clothes, the teacher will try to provide something for the student.
3. Students must wear proper shoes (sneakers/tennis shoes). A non-dress day demerit will be given if proper shoes are not worn. No slippers, house shoes, crocs, slip-on Uggs or shoes with high heels.
4. Accessories and jewelry which contain offensive symbols, signs or slogans, and/or which slur or degrade on the basis of race, religion, ethnicity, sex, disability, or sexual orientation, contain language or symbols supporting sex, drugs, alcohol, or tobacco, and impose a threat of imminent violence or disruption to the orderly operation of the school shall not be worn. In short, keep it clean!
5. Students should not have acrylic nails (this is safety hazard)

Behavior & Demerit System

This year we will be using a demerit system to ensure students are organized and prepared for class. If a student has five negative points at the end of the month, the student will not be able to participate in the monthly socials, field trips, or

other non academic activities. A student can receive a demerit point for the following reasons:

- Coming to class late (passing period)
- Coming to class unprepared (missing pens/pencils, notebooks, or other materials necessary for class)
- Coming to school out of dress code
- Using a cell phone or having a cell phone out without permission
- Using AirPods or having AirPods out without permission
- Using technology inappropriately (chromebooks/computers)
- Leaving assigned areas without explicit permission (for example: during recess or breaks)
- Using Profanity
- *Adjustments will be made and communicated as necessary

Families will be notified by the classroom teacher when their child has accumulated five demerits. It's imperative that prior to giving a demerit we understand the root causes of student behavior and attempt to address the need. Our goal is to support students.

Classroom Dojo

Our classroom uses Class Dojo. Class Dojo is a system of communication that involves students earning positive points for things like showing perseverance and respect. Positive behavior will be rewarded. Families will be invited to sign up to view the behavior of their student, as well as to send and receive messages from their teacher. Automatic referrals are given for extreme behaviors such as physical fighting, using foul language towards a teacher, using racial or discriminatory slurs, purposefully destroying school property, and **BULLYING: repeated teasing towards a student. If the teasing has taken place before, it must previously be documented to prove that this is not the first occurrence, and that is bullying.** Teachers will follow an accountability ladder and the negative behavior will be communicated via ClassDojo with families.

Here is an example of an accountability ladder.

Step #1	Verbal Warning
Step #2	Move to another desk/area of the classroom
Step #3	Reflection sheet
Step #4	Call home and/or Admin

- o If you disagree with a negative behavior point being given, you may not argue with the teacher (ref), but you may write a note and place it on the teacher's desk to be read and discussed with you at an appropriate time.

Student Supports

- o Students who fail to complete homework more than one time a week will be required to attend Homework Center at the teacher's discretion.
- o Meetings will be scheduled for students who fail to meet expectations.
- o Students in low academic standing with a grade average of a D or lower will be required to attend Homework Center at the teacher's discretion

• Cell Phones & AirPods

- o **NO cell phones/Airpods are permitted to be out**, on, or used for any reason on the school campus between the hours of 7:30 am to 6 pm.
- o Cell phones/Airpods will be turned in at the beginning of each day during the homeroom period until the student goes home.
- o If a teacher sees/hears a cell phone/airpods, you will be given a demerit and the teacher will call home and notify parents. The student must put the phone/airpods in the phone bin. If this happens a second time, the phone/airpods must be sent to the Dean of Students and the parent will have to personally walk in to pick up the phone/airpods (if you walk home, your parent must speak to the Dean of Students over the phone to receive it). If this happens a third time, the phone/airpods will be sent to the office, the Dean of Students will be contacted and a referral will be given along with a mandatory parent meeting.
- o Cell phones/airpods are not to be used while students are on campus. These guidelines will be followed before school, during the school day, in the after school program, and during field trips.

Student REWARDS

- o Student social gatherings
- o Teachers will use Classroom Dojo to also give positive points regarding positive behavior

Resolving Conflicts

Students will resolve conflicts in a peaceful, respectful way. Students who don't have a conflict will listen quietly, and snap once a conflict is resolved. If the conflict involves someone who is not one of the two people speaking, then you must use pronouns and not their names. The following language will be used:

I have a conflict...	Someone has a conflict with me...
"I felt _____ when you _____."	"I heard you felt _____ when I _____." a) "My point of view is _____." b) "I take responsibility for _____."
"I need you to _____."	
Choice to A) shake hands B) walk away	

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- o If a parent/guardian needs to contact a student during school hours because of an emergency, they may call the back office at (510) 235-2066 x200 and the student will be given a message or instructed to go to the office to call his/her parent.
- o Neither the teachers nor RCP is responsible for any lost, stolen, or broken phones/airpods at school.
- o It is not recommended for students to bring cellphones/airpods to school.
- **Physical Contact**
 - o No prolonged hugging, or physical contact
 - o No sitting on laps, no kissing, and no groping
 - o No physical contact in the classroom
- **Food during school**
 - o During school hours, no dessert food (ex: cookies, cakes, cupcakes). Chips, sunflower seeds and gum are also not allowed
 - o **NO peanut or tree nut products allowed on campus**
 - o Water, milk, or 100% juice only
 - o Food cannot be heated at school
 - o Students are not allowed to use the office phone during school hours to request food from home
 - o Breakfast ends at 8:00am for all grades
 - o No DoorDash or UberEats
 - o Parents will be contacted for violation of these policies.

When and how to use the school restroom:

- o Students will be given passing periods to use the restroom. You get one bathroom pass per week to use in an emergency.
- o Use the bathroom hand signal (fingers crossed).
- o Use the middle school bathroom only.
- **Passing Period**
 - o Clean off your desk and pick up any trash around your desk. Do your class job if you have one for the week.
 - o Take your needed materials with you.
 - o As with any point in the day, cell phones/Airpods are not to be used during the passing period.
 - o Passing Period is an exact amount of time. It is your responsibility to manage it properly. Make sure you have everything you need for your next class, grab a drink of water, or go quickly to the bathroom.
 - o If you are late to class after passing period you will be given a demerit. This time is for you to make sure you are ready and prepared for your next class.
- **Chromebooks and Headphones**
 - o Take the chromebooks out without pulling the power cord out.
 - o Each person will be assigned a chromebook #. You are responsible for this chromebook. Return your chromebook to the designated spot, and plug it in. Wrap headphones neatly and place in the crate.
 - o Follow all chromebook expectations, or you will lose your privilege. If you break or damage your assigned chromebook, you will be responsible for buying a new one.

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- o If you bring your own headphones, you are responsible for them. We will have class headphones if you do not have your own that will also be your responsibility while in your possession.
- o AirPods are not allowed
- **Absences:**
 - o If you are absent, it is YOUR RESPONSIBILITY to find out what assignments and homework you missed. You are expected to have those assignments completed and turned in within the amount of time agreed upon with the teacher.
- **Gradebook:**
 - o Assignments and tests are recorded in an online gradebook in Google Classroom.
 - o Separate information about how to login will be given to you.
- **Grade calculation**
 - o Homework, classwork, tests, and behavior all contribute to your final ELA, Math, Science, Social Studies and Electives/PE grades. Your grade is calculated as: 10% homework, 20% classwork, and 70% tests/projects.
- **Turning in Homework**
 - o Make sure your first and last name is on it
 - o If you are missing more than one homework assignment within a week, you will be required to stay in homework center after school.
 - o If you are missing homework it is **your responsibility** to be in contact with your teacher to receive the assignments missed..
 - o If you do not complete missing homework in the time frame discussed, you will receive a zero for the assignment (the teacher may provide opportunities for extra credit if asked.)

Safety Drills and Procedures

- **Fire drill:** Stop everything; stand up and head for the door quickly, but without running or pushing. Walk in a quiet, straight line to our spot. Get in line order in a safe manner. Wait patiently, calmly, and quietly while in-line outside until we are allowed to return to the building.
- **Earthquake Drill:** Stop what you are doing and get under your student desk. Cover your head and neck at all costs.
- **Other Drills:** Stop what you are doing and silently listen and follow directions.

End of the Day Procedure

- Students must be picked up by 3:05pm if they are going home, otherwise they will wait in their classroom at Homework Center until they are picked up. Students waiting to be picked up **must** participate in the Homework Center. Students are not allowed to leave campus and come back to participate in afterschool activities.

8th Grade Graduation:

Please keep in mind that to participate in this unforgettable event, the expectation is that you follow Richmond College Prep's values and code of conduct, and receive no DNPs (less than 60%) on your final report card.



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Student Handbook CONTRACT FORM

I understand the classroom policies and expectations for RCP Middle School. I understand what is expected in this class to attain success and take full responsibility for all that is required in accordance with what was written in this handbook. I understand that if I bring a cell phone to school, it will be taken away if it is seen, heard, or used on campus. I understand that Richmond College Prep is not responsible for any lost, stolen, or broken phones or any other electronics. I understand that parts of this handbook may be adjusted as needed, and this will be communicated with students and families.

Student Name _____

Student Signature _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian preferred method of contact (please keep numbers updated):

Phone: _____

Email: _____

****Tear off this page only and return to homeroom teacher by Friday, August 22nd, 2025.****



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****PLEASE SEE & SIGN REVERSE SIDE OF THIS FOR CELL PHONE POLICY****

Cell Phone CONTRACT FORM

I understand the cell phone policies and expectations for RCP Middle School. I understand that if I bring a cell phone to school, I will turn it in to my homeroom teacher at the beginning of the day. It will be taken away if it is seen, heard, or used on campus after 8:00 am. I am aware that if my phone is confiscated repeatedly, that my parents must be involved to retrieve my phone and a disciplinary referral may be made. I understand that Richmond College Prep is not responsible for any lost, stolen, or broken phones or any other electronics.

Student Name _____

Student Signature _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian preferred method of contact (please keep numbers updated):

Phone: _____

Email: _____

****Tear off this page only and return to homeroom teacher by Friday, August 22nd, 2025.****